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Exec. Mgmt 4-1
Sche. drafting

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700230004-4

Assistant to DDI (Administration)
Attention: Executive Assistant/DDI

4 November 1960

Chief, Records Management Staff

Revised Records Control Schedule

1. Attached is the revised Records Control Schedule for the Office of the DDI which was prepared by [] following your request for an audit of your records management program. This schedule reflects the redistribution of functions in the O/DDI and the changes in the records holdings covered by the previous schedule 13-56.

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2. [] noted a marked improvement in record keeping practices in some areas and an appreciation by the staff of the need for various changes in the schedule. We feel that if the disposition instructions agreed upon in the schedule are adhered to it will eliminate the need for a last minute screening, purging and transferring of files as the date for your move to the new building draws near.

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3. In reviewing the schedule, I note some items which, I feel, should be retired to the Records Center rather than held in current file space indefinitely. These are: The National Security Council Approved Policies (item 12c), the predecessor USIB files held by both the Secretariat and the Deputy Secretariat to USIB. These files are scheduled for permanent retention and by transferring them to the Records Center your office will gain much needed filing space for your current accumulations.

4. I am transmitting two copies of the schedule to you; one for the area records officer and one to be dispersed among the staffs. The Records Center will receive a copy and the original will be retained by this Staff as the Agency's record copy.

5. I appreciate your interest in the overall Records Management Program. Please call us if further assistance is desired.

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Distribution:

Orig & 1 - Addressee
1 - Records Center

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